



ADMINISTRATIVE COMMITTEE MEETING NOTICE/AGENDA

Posted at www.scdd.ca.gov

DATE: February 21, 2013

TIME: 1:30-3:30

LOCATION: State Council on Developmental Disabilities
1507 21st Street, Suite 210
Sacramento, CA 95811
(916) 322-8481

TELECONFERENCE SITES:

Palos Verdes Art Center 550 Deep Valley Drive, Suite 261 Rolling Hills Estates, CA 90274	Area Board 7 2580 North First Street, Suite 240 San Jose, CA 95131
--	--

Pursuant to Government code Sections 11123.1 and 11125(f), individuals with disabilities who require accessible alternative formats of the agenda and related meeting materials and/or auxiliary aids/services to participate in this meeting should contact Robin Maitino at (916) 322-8481 or email robin.maitino@scdd.ca.gov. Requests must be received by 5:00 pm February 15, 2013.

Page

- | | |
|---|------------|
| 1. CALL TO ORDER | M. KENNEDY |
| 2. ESTABLISHMENT OF QUORUM | M. KENNEDY |
| 3. WELCOME/INTRODUCTIONS | M. KENNEDY |
| 4. APPROVAL OF JANUARY 17, 2013 MINUTES | M. KENNEDY |

5. PUBLIC COMMENTS

This item is for members of the public only to provide an opportunity to comments and/or present information to the Committee on matters **not** on the agenda. Each person will be afforded up to three minutes to speak. Written requests, if any, will be considered first. The Committee will provide a public comment period, not to exceed a total of seven minutes, for public comment prior to action on each agenda item.

6. CLOSED SESSION – PERSONNEL

M. KENNEDY

Pursuant to Government Code 11126 (a)(1) the committee will have a closed session to consider the appointment, employment, evaluation of performance of a public employee.

7. RECONVENE IN OPEN SESSION

M. KENNEDY

Announcement of any action taken during closed session.

8. REVIEW OF RECOMMENDATIONS FROM AUDIT

R. NEWTON 6

9. UPDATE ON PERSONNEL ISSUES

R. NEWTON

10. REVIEW OF EXISTING AND DRAFT POLICIES

R. NEWTON 8

11. REVIEW OF BUDGET MATERIALS

R. NEWTON 9

12. UPDATE ON TRAINING PLANS

R. NEWTON

13. EMPLOYEE/AREA BOARD ROSTERS

R. NEWTON 26

14. SCHEDULE NEXT MEETING

ALL

15. ADJOURNMENT

M. KENNEDY

For additional information regarding this agenda, please contact Robin Maitino,
1507 21st Street, Suite 210, Sacramento, CA 95811, (916) 322-8481

Draft
Administrative Committee Meeting Minutes
January 17, 2013

<u>Attending Members</u>	<u>Members Absent</u>	<u>Others Attending</u>
David Forderer	Max Duley	Dena Hernandez
Kris Kent		Mark Polit
Molly Kennedy		Roberta Newton
Ray Ceragioli		Robin Maitino
		Vicki Smith
		Wayne Glusker

1. Call to Order

Molly Kennedy called the meeting to order at 2:05 p.m. and established a quorum present.

2. Welcome and Introductions

Members and others introduced themselves.

3. Public Comments

There were no public comments.

4. Review and Next Steps in Personnel Investigation

Following the Council meeting on January 16, 2013 where the Council moved to refer this matter to Council staff, the Committee discussed the future of the Administrative Manager position.

After a brief discussion, it was agreed that the Council needs to plan for the possibility that we may not have a Deputy Director for Administration appointed by the Governor until a permanent Executive Director is hired. Therefore, we are looking at options for covering administrative functions. Roberta is in talks with our Designated State Agency (DSA), the HHSA, to provide us with additional administrative support. Kris Kent confirmed that his agency will be working with the Council to suggest some options.

5. Review and Next Steps in Fiscal Audit

SCDD is awaiting the final report from the DHCS Audits and Investigations Unit regarding fiscal matters addressed in the August 2012 letter from the Department of Finance. Once the report is received, SCDD will provide the report to full Council, including the Administrative

Committee. The Committee will address recommendation made by the auditors.

In addition, Roberta Newton would also like an expanded fiscal review to include budget allocations and expenditure tracking processes.

There was extensive discussion about the need for training of both Council members and staff as to respective fiscal oversight responsibilities, based on both state and federal requirements. Kris committed to investigating and reporting back about training resources available from DGS or other state departments. Roberta will look into training options at the federal level, specifically from our technical assistance partner, the NACDD.

Ray emphasized that it is important for the Council to maintain a good working relationship with the AIDD.

Roberta has already sought out contracts training for the two SCDD Associate Governmental Program Analysts, herself, and Staff Counsel to help ensure proper processing of future Grants, Contracts, etc.

6. Committee Priorities

Based on the responsibilities cited in the Council's Bylaws, the Committee set the following priorities:

Budgets

The Committee will ensure the budget is always tied to the State Plan and that input is received from all Committees. The Committee will also closely monitor expenditures to ensure no misuse of funds. There will be a budget update at each Council meeting.

Contracts

The Committee will work closely with the Program Development Committee to ensure all monies being expended for Grants, etc. follow the priorities laid out in the State Plan and that proper oversight is given.

Other Administrative

The Committee will also ensure that policies are developed and implemented for all other administrative functions.

7. Future Committee Dates

The next Committee meeting will be on February 21, 2013 from 1:30-3:30. Agenda items will include:

- Samples of historical budget reports to the Council, to assist Committee in determining what should be contained in future budget updates.
- Fiscal audit outcomes and recommendations
- Information on training for members and staff
- Provide examples of policies both draft and final

8. Adjournment

The meeting was adjourned at 3:30 p.m.

SUMMARY OF DHCS CONTRACTING & PROCUREMENT REVIEW

The Department of Health Care Services (DHCS), Financial Audit Branch (FAB) conducted a limited review of the Council's contracting and procurement practices in November 2012. This is a summary of their findings and recommendations.

Finding #1 The previous Executive Director preferentially awarded contracts.

Finding #2 There was a lack of fiscal oversight, e.g., submitted invoices were deficient.

Finding #3 There are deficiencies in expenditure reporting and recordkeeping by Budget Officer.

Finding #4 SCDD did not follow DGS contract rules and lacks a procurement and contracting policy manual.

Finding #5 Staff did not know DGS, state and federal rules.

Finding #6 Contracts drafted lacked specific and measurable expectations

Finding #7 There is no staff functioning as Contract Manager to monitor progress of work.

Finding #8 Contracts must include justification per G.C 19130 (inability to use state employees)

Finding #9 There is currently no process to document Council approval of contracts

Finding #10 Fiscal intermediaries were used to handle area boards' self-advocacy funds which requires prior DOF approval.

RECOMMENDATIONS

1) Staff need to know Conflict of Interest rules under state and federal law.

2a) Establish strong fiscal personnel.

2b) Establish internal control procedures for approval of contracts and invoices

2c) Establish written policy on travel reimbursement for contractors

3a) Develop ongoing reports that reconcile budget to actual expenditures, including contract category

3b) Have Council member(s) with fiscal background partner with SCDD fiscal staff

4a) Staff need to become familiar with and comply with DGS rules

4b) Develop Procurement and Contract manual

- 4c) Establish a manner in which to document contract approval process
- 5) Staff need to be trained in state and federal rules for contracting
- 6a) Contracts need to be written with more detail.
- 6b) Have staff counsel review all contracts prior to submission to DGS
- 7) Assign staff functions of contract manager to monitor progress and provide status reports to Council
- 8) Provide adequate justification for entering into personal services contracts in lieu of state employees
- 9a) A policy manual should detail staff duties, forms and authorizations
- 9b), Improve communication and an understanding of staff roles through training and establishment of a manual
- 10) Do not use fiscal intermediaries without DOF approval.

EXISTING SCDD POLICIES

Approved by Council

- Workplace Violence
- Sexual Harassment
- Reasonable Accommodations

Approved Administratively

- Work Hours and Attendance
- Information Security
- Hands Free Cellular Usage
- Internet, Email, Phone Policy
- Parking
- Teleworking

Draft Policies

- Grievance (represented employees)
- Grievance (excluded employees)
- Nepotism
- Administrative Procedures Manual (2003)
 - Including rough draft contract management, accounting, training, personnel policies



Date: September 21, 2010
Meeting: Regular Council Meeting

**Detail Sheet for:
Administrative Committee**

What is this agenda item about?

On August 23, 2010, the Administrative Committee met. The Committee's primary function is to review budgetary and other fiscal issues. The Committee was informed that the Council's current fiscal status is sound. All staff vacancies either have been or are in the process of being filled. There was a modest surplus in the 2009-2010 fiscal year. Those funds will "rollover" to 2010—2011, giving us a bit of a cushion.

What has the Council done about this so far?

The Council receives regular budget reports. Budget Officer Mike Danti has a 2009-10 year-end report and the anticipated allocations for fiscal year 2010-2011.

What needs to be decided at this meeting?

This is an informational report. Members are welcome to ask questions.

What is the committee or staff recommendation?

No recommendation

Are there attachments?

Yes. Additionally, a Council Headquarters budget will be handed out at the September 21, 2010 Council meeting.

**4100 State Council on Developmental Disabilities
2009-10 Expenditure Report
July 1, 2009 thru June 30, 2010 (100% of the Fiscal Year - Including Fiscal Month 13)
(Whole Dollars)**

2009-10 EXPENDITURE REPORT

	Personal Services			Operating Expenses and Equipment			Total Expenditures		
	Budgeted	Year-to-Date Expended	Percentage Expended	Budgeted	Year-to-Date Expended *	Percentage Expended	Budgeted	Year-to-Date Expended	Percentage Expended
Council Operations and Administration **	\$1,392,426	\$1,137,493	81.69%	\$983,957	\$1,056,505	107.37%	\$2,376,383	\$2,193,999	92.33%
Community Program Development Grants **	\$0	\$0	0.00%	\$1,000,000	\$921,486	92.15%	\$1,000,000	\$921,486	92.15%
Area Board 1	\$278,219	\$297,196	106.82%	\$80,226	\$66,328	82.68%	\$358,445	\$363,523	101.42%
Area Board 2	\$300,680	\$224,517	74.67%	\$69,444	\$54,283	78.17%	\$370,124	\$278,800	75.33%
Area Board 3	\$569,956	\$573,951	100.70%	\$218,588	\$168,209	76.95%	\$788,544	\$742,159	94.12%
Area Board 4	\$451,122	\$376,360	83.43%	\$131,068	\$110,209	84.09%	\$582,190	\$486,569	83.58%
Area Board 5	\$398,213	\$441,296	110.82%	\$157,461	\$109,166	69.33%	\$555,674	\$550,463	99.06%
Area Board 6	\$303,087	\$296,613	97.86%	\$117,576	\$85,273	72.53%	\$420,663	\$381,886	90.78%
Area Board 7	\$415,469	\$404,559	97.37%	\$140,490	\$92,831	66.08%	\$555,959	\$497,390	89.47%
Area Board 8	\$601,686	\$521,352	86.65%	\$208,107	\$172,629	82.95%	\$809,793	\$693,982	85.70%
Area Board 9	\$299,980	\$215,007	71.67%	\$107,616	\$124,422	115.62%	\$407,596	\$339,428	83.28%
Area Board 10	\$890,937	\$814,301	91.40%	\$366,126	\$192,330	52.53%	\$1,257,063	\$1,006,631	80.08%
Area Board 11	\$450,181	\$388,692	86.34%	\$156,408	\$109,458	69.98%	\$606,589	\$498,151	82.12%
Area Board 12	\$435,591	\$448,921	103.06%	\$199,379	\$111,813	56.08%	\$634,970	\$560,734	88.31%
Area Board 13	\$365,670	\$418,385	114.42%	\$152,370	\$118,144	77.54%	\$518,040	\$536,529	103.57%
Area Board Operations	\$333,407	\$269,174	70.21%	\$114,560	\$170,764	149.06%	\$497,967	\$439,938	88.35%
Subtotal, All Area Boards	\$6,144,198	\$5,690,323	92.61%	\$2,219,419	\$1,685,859	75.96%	\$8,363,617	\$7,376,182	88.19%
Total	\$7,535,624	\$6,827,816	90.60%	\$4,203,376	\$3,663,850	87.16%	\$11,740,000	\$10,491,666	89.37%

* Expenditures may reflect a lag in postings to CalSTARS Accounting Reports.

** OEE year-to-date expenditures include encumbrances for the full year costs of contracts.

4100 - State Council on Developmental Disabilities
2010-11 Program Budget Detail
Confidential Information - Subject to Change
(Dollars in Thousands)

PROGRAM BUDGET DETAIL

Program 10 State Council Planning and Administration

State Operations:

0890 Federal Trust Fund	\$1,792
0995 Reimbursements	\$0
Subtotal, Program 10	\$1,792

Program 20 Community Program Development

State Operations:

0890 Federal Trust Fund	\$1,000
0995 Reimbursements	\$0
Subtotal, Program 20	\$1,000

Program 40 Regional Offices and Local Area Boards

State Operations:

0890 Federal Trust Fund	\$4,580
0995 Reimbursements - LQA / QA	\$2,375
0995 Reimbursements - CRA & VAS	\$1,736
0995 Reimbursements - Kern Reg Center	\$0
Subtotal, Program 40	\$8,691

Grand Total, All Programs **\$11,483**

**4100 - State Council on Developmental Disabilities
2012-13 Initial Allocation to the Area Boards
Area Board 1
Subject to Change**

Object	Line Items	BSG	QA	Total 2012-13
		93101	54020	BSG & QA Allocation
	Salaries and Wages	\$129,074	\$94,676	\$223,750
	Salary Savings	\$0	\$0	\$0
	Net Salaries and Wages	\$129,074	\$94,676	\$223,750
	Staff Benefits	\$51,630	\$37,870	\$89,500
	Subtotal, Personal Services	\$180,704	\$132,546	\$313,250
	Facilities Operations	\$14,980	\$6,420	\$21,400
	Maintenance Contract	\$800	\$300	\$1,100
	QA Projected Mail Costs		\$5,800	\$5,800
451	Equipment (Major over \$5k)			\$0
	All Other Operating Expenses	\$40,000	\$30,000	\$70,000
	Subtotal, O E & E	\$55,780	\$42,520	\$98,300
	Grand Total	\$236,484	\$175,066	\$411,550

**4100 - State Council on Developmental Disabilities
2012-13 Initial Allocation to the Area Boards
Area Board 2
Subject to Change**

Object	Line Items	BSG	Total 2012-13
		93102	BSG Allocation
	Salaries and Wages	\$161,713	\$161,713
	Salary Savings	\$0	\$0
	Net Salaries and Wages	\$161,713	\$161,713
	Staff Benefits	\$64,685	\$64,685
	Subtotal, Personal Services	\$226,398	\$226,398
	Facilities Operations	\$12,197	\$12,197
	Maintenance Contract	\$1,800	\$1,800
			\$0
451	Equipment (Major over \$5K)		\$0
	All Other Operating Expenses	\$40,000	\$40,000
	Subtotal, O E & E	\$53,997	\$53,997
	Grand Total	\$280,395	\$280,395

**4100 - State Council on Developmental Disabilities
2012-13 Initial Allocation to the Area Boards
Area Board 3
Subject to Change**

Object	Line Items	BSG	QA	Total 2012-13
		93103	54020	BSG & QA Allocation
Salaries and Wages	\$201,171	\$94,961		\$296,132
Salary Savings	\$0	\$0		\$0
Net Salaries and Wages	\$201,171	\$94,961		\$296,132
Staff Benefits	\$80,468	\$37,984		\$118,453
Subtotal, Personal Services	\$281,639	\$132,945		\$414,585
Facilities Operations	\$42,187	\$18,080		\$60,267
Maintenance Contract				\$0
QA Projected Mail Costs		\$5,800		\$5,800
451 Equipment (Major over \$5k)				\$0
All Other Operating Expenses	\$40,000	\$30,000		\$70,000
Subtotal, O E & E	\$82,187	\$53,880		\$136,067
Grand Total	\$363,826	\$186,825		\$550,652

4100 - State Council on Developmental Disabilities
2012-13 Initial Allocation to the Area Boards
Area Board 4
Subject to Change

Object	Line Items	BSG	CRA/VAS	Total 2012-13 BSG & CRA/VAS Allocation
	93104		54010	
Salaries and Wages	\$150,103		\$163,942	\$314,045
Salary Savings	\$0		\$0	\$0
Net Salaries and Wages	\$150,103		\$163,942	\$314,045
Staff Benefits	\$60,041		\$65,577	\$125,618
Subtotal, Personal Services	\$210,144		\$229,519	\$439,663
Facilities Operations	\$21,356		\$0	\$21,356
Maintenance Contract	\$1,285		\$145	\$1,430
				\$0
451 Equipment (Major over \$5k)				\$0
All Other Operating Expenses	\$40,000		\$30,450	\$70,450
Subtotal, O E & E	\$62,641		\$30,595	\$93,236
Grand Total	\$272,785		\$260,114	\$532,899

4100 - State Council on Developmental Disabilities
2012-13 Initial Allocation to the Area Boards
Area Board 5
Subject to Change

Object	Line Items	BSG	QA	Total 2012-13 BSG & QA Allocation
	93105	54020		
Salaries and Wages	\$203,142	\$95,805		\$298,947
Salary Savings	\$0	\$0		\$0
Net Salaries and Wages	\$203,142	\$95,805		\$298,947
Staff Benefits	\$81,257	\$38,322		\$119,579
Subtotal, Personal Services	\$284,399	\$134,127		\$418,526
Facilities Operations	\$36,469	\$15,629		\$52,098
QA Projected Mail Costs		\$5,800		\$5,800
451 Equipment (Major over \$5k)				\$0
All Other Operating Expenses	\$52,000	\$30,000		\$82,000
Subtotal, O E & E	\$88,469	\$51,429		\$139,898
Grand Total	\$372,868	\$185,556		\$558,424

**4100 - State Council on Developmental Disabilities
2012-13 Initial Allocation to the Area Boards
Area Board 6
Subject to Change**

Object	Line Items	BSG	QA	Total 2012-13
		93106	54020	BSG & QA Allocation
Salaries and Wages	\$141,931	\$95,805		\$237,736
Salary Savings	\$0	\$0		\$0
Net Salaries and Wages	\$141,931	\$95,805		\$237,736
Staff Benefits	\$56,772	\$38,322		\$95,094
Subtotal, Personal Services	\$198,703	\$134,127		\$332,830
Facilities Operations	\$29,491	\$12,639		\$42,130
QA Projected Mail Costs		\$5,800		\$5,800
451 Equipment (Major over \$5k)				\$0
All Other Operating Expenses	\$40,000	\$30,000		\$70,000
Subtotal, O E & E	\$69,491	\$48,439		\$117,930
Grand Total	\$268,194	\$182,566		\$450,760

**4100 - State Council on Developmental Disabilities
2012-13 Initial Allocation to the Area Boards
Area Board 7
Subject to Change**

Object	Line Items	BSG	QA	Total 2012-13 BSG & QA Allocation
	93107	54020		
Salaries and Wages	\$200,235	\$95,805		\$296,040
Salary Savings	\$0	\$0		\$0
Net Salaries and Wages	\$200,235	\$95,805		\$296,040
Staff Benefits	\$80,094	\$38,322		\$118,416
Subtotal, Personal Services	\$280,329	\$134,127		\$414,456
Facilities Operations	\$38,086	\$16,322		\$54,408
QA Projected Mail Costs		\$5,800		\$5,800
451 Equipment (Major over \$5k)				\$0
All Other Operating Expenses	\$52,000	\$30,000		\$82,000
Subtotal, O E & E	\$90,086	\$52,122		\$142,208
Grand Total	\$370,415	\$186,249		\$556,664

**4100 - State Council on Developmental Disabilities
2012-13 Initial Allocation to the Area Boards
Area Board 8
Subject to Change**

Object	Line Items	BSG	CRA/VAS	Total 2012-13 BSG & CRA/VAS Allocation
	93108		54010	
Salaries and Wages	\$195,451		\$244,320	\$439,771
Salary Savings	\$0		\$0	\$0
Net Salaries and Wages	\$195,451		\$244,320	\$439,771
Staff Benefits	\$78,180		\$97,728	\$175,908
Subtotal, Personal Services	\$273,631		\$342,048	\$615,679
Facilities Operations	\$29,368		\$0	\$29,368
Stipends			\$0	\$0
451 Equipment (Major over \$5k)			\$0	\$0
All Other Operating Expenses	\$40,000		\$45,675	\$85,675
Subtotal, O E & E	\$69,368		\$45,675	\$115,043
Grand Total	\$342,999		\$387,723	\$730,722

4100 - State Council on Developmental Disabilities
2012-13 Initial Allocation to the Area Boards
Area Board 9
Subject to Change

Object	Line Items	BSG	Total 2012-13 BSG Allocation
	93109		
Salaries and Wages	\$174,625		\$174,625
Salary Savings	\$0		\$0
Net Salaries and Wages	\$174,625		\$174,625
Staff Benefits	\$69,850		\$69,850
Subtotal, Personal Services	\$244,475		\$244,475
Facilities Operations	\$50,000		\$50,000
Stipends			\$0
451 Equipment (Major over \$5k)			\$0
All Other Operating Expenses	\$40,000		\$40,000
Subtotal, O E & E	\$90,000		\$90,000
Grand Total	\$334,475		\$334,475

**4100 - State Council on Developmental Disabilities
2012-13 Initial Allocation to the Area Boards
Area Board 10
Subject to Change**

Object	Line Items	BSG	QA	CRA/VAS	Total 2012-13 BSG, QA & CRA/VAS Allocation
	93110	54020		54010	
Salaries and Wages	\$223,016	\$242,457		\$158,713	\$624,186
Salary Savings	\$0	\$0		\$0	\$0
Net Salaries and Wages	\$223,016	\$242,457		\$158,713	\$624,186
Staff Benefits	\$89,206	\$96,983		\$63,485	\$249,674
Subtotal, Personal Services	\$312,222	\$339,440		\$222,198	\$873,860
Facilities Operations	\$47,430	\$51,382		\$0	\$98,812
QA Projected Mail Costs		\$20,300			\$20,300
451 Equipment (Major over \$5k)					\$0
All Other Operating Expenses	\$52,000	\$118,000		\$27,913	\$197,913
Subtotal, O E & E	\$99,430	\$189,682		\$27,913	\$317,025
Grand Total	\$411,652	\$529,122		\$250,111	\$1,190,885

**4100 - State Council on Developmental Disabilities
2012-13 Initial Allocation to the Area Boards
Area Board 11
Subject to Change**

Object	Line Items	BSG	CRA/VAS	Total 2012-13
			BSG & CRA/VAS Allocation	
	93111		54010	
Salaries and Wages	\$183,739		\$142,861	\$326,600
Salary Savings	\$0		\$0	\$0
Net Salaries and Wages	\$183,739		\$142,861	\$326,600
Staff Benefits	\$73,496		\$57,144	\$130,640
Subtotal, Personal Services	\$257,235		\$200,005	\$457,240
Facilities Operations	\$48,011		\$0	\$48,011
451 Equipment (Major over \$5k)				\$0
All Other Operating Expenses	\$40,000		\$22,838	\$62,838
Subtotal, O E & E	\$88,011		\$22,838	\$110,849
Grand Total	\$345,246		\$222,843	\$568,089

**4100 - State Council on Developmental Disabilities
2012-13 Initial Allocation to the Area Boards
Area Board 12
Subject to Change**

Object	Line Items	BSG	QA	CRA/VAS	Total 2012-13 BSG, QA & CRA/VAS Allocation
	93112	54020		54010	
Salaries and Wages	\$103,205	\$85,907		\$115,889	\$305,001
Salary Savings	\$0	\$0		\$0	\$0
Net Salaries and Wages	\$103,205	\$85,907		\$115,889	\$305,001
Staff Benefits	\$41,282	\$34,363		\$46,356	\$122,000
Subtotal, Personal Services	\$144,487	\$120,270		\$162,245	\$427,001
Facilities Operations	\$29,000	\$21,000		\$0	\$50,000
QA Projected Mail Costs		\$5,800			\$5,800
451 Equipment (Major over \$5k)					\$0
All Other Operating Expenses	\$40,000	\$30,000		\$20,300	\$90,300
Subtotal, O E & E	\$69,000	\$56,800		\$20,300	\$146,100
Grand Total	\$213,487	\$177,070		\$182,545	\$573,101

**4100 - State Council on Developmental Disabilities
2012-13 Initial Allocation to the Area Boards
Area Board 13
Subject to Change**

Object	Line Items	BSG	QA	Total 2012-13 BSG & QA Allocation
	93113	54020		
Salaries and Wages	\$172,537	\$95,805		\$268,342
Salary Savings	\$0	\$0		\$0
Net Salaries and Wages	\$172,537	\$95,805		\$268,342
Staff Benefits	\$69,015	\$38,322		\$107,337
Subtotal, Personal Services	\$241,552	\$134,127		\$375,679
Facilities Operations	\$69,730	\$29,885		\$99,615
QA Projected Mail Costs		\$5,800		\$5,800
451 Equipment (Major over \$5K)				\$0
All Other Operating Expenses	\$48,000	\$30,000		\$78,000
Subtotal, O E & E	\$117,730	\$65,685		\$183,415
Grand Total	\$359,282	\$199,812		\$559,094

**4100 - State Council on Developmental Disabilities
2012-13 Initial Allocation to the Area Boards
Area Board Operations
Subject to Change**

Object	Line Items	BSG	QA	CRA/VAS	Total 2012-13 BSG, QA & CRA/VAS Allocation
	93114	54020		54010	
Salaries and Wages	\$37,398	\$95,059		\$90,904	\$223,361
Salary Savings	\$0	\$0		\$0	\$0
Net Salaries and Wages	\$37,398	\$95,059		\$90,904	\$223,361
Staff Benefits	\$14,959	\$38,024		\$36,362	\$89,344
Subtotal, Personal Services	\$52,357	\$133,083		\$127,266	\$312,705
Facilities Operations	\$4,657	\$10,607		\$10,607	\$25,871
Contracts					\$0
451 Equipment (Major over \$5k)					\$0
All Other Operating Expenses	\$13,000	\$23,000		\$12,687	\$48,687
Subtotal, O E & E	\$17,657	\$33,607		\$23,294	\$74,558
Grand Total	\$70,014	\$166,690		\$150,560	\$387,263

State Council on Developmental Disabilities

Vacancy Report as of 1/31/13 (February 2013 Pay Period)

Staff Positions	Status	Notes (Position Funding, etc.)	First Month No Expenditures*	Number Of Months Vacant**
Headquarters				
▪ Executive Director (Exempt-FT)	Vacant	100% BSG	Oct 12	5 Months
▪ Planning & Prog. Spec. (Exempt-FT)	Vacant	100% BSG	Jul 11	20 Months
▪ Deputy Director (Exempt-FT)	Vacant	100% BSG	Mar 09	48 Months
▪ Office Technician – Typ. (FT)	Vacant	80% BSG, 10% QA & 10% CRA/VAS	Dec 12	3 Months
▪ Chief Deputy Director (Exempt-FT)	Vacant	100% BSG	Jun 11	21 Months
▪ Legislative Specialist (Exempt-FT)	Vacant	100% BSG	Oct 09	41 Months
Area Board Operations				
▪ Deputy Dir., ABO (Exempt-FT)	Vacant	45% BSG, 30% QA & 25% CRA/VAS	Mar 10	36 Months
Area Board 3				
▪ CPS II (FT)	Vacant	100% BSG	Feb 13	1 Month
Area Board 5				
▪ Executive Director I (Exempt-FT)	Vacant	70% BSG & 30% QA	Jan 13	2 Month
Area Board 7				
▪ Executive Director I (Exempt-FT)	Vacant	70% BSG & 30% QA	Dec 12	3 Months
Area Board 8				
▪ CPS II (FT)	Vacant	100% BSG	Aug 12	7 Months
▪ CPS II (FT)	Vacant	100% CRA	Dec 12	3 Months

*Note: This is the first full month a vacant position does not have pay (expenditures) posted against it. Per Government Code 12439, except for exempt positions, positions with no expenditures for six consecutive pay periods shall be abolished by the Controller on the following July 1. The six consecutive monthly pay periods may occur entirely within one fiscal year or between two consecutive fiscal years.

**Number of months vacant including the current month of February.

State Council On Developmental Disabilities
2011/12 Fiscal Year - Authorized Positions By Funding Source As of January 31, 2013
(Total Positions Tie to 2012/13 FY of 2013/14 Schedule 8 Reconciliation Worksheet)
"PCA Funding Codes Are As of August 22, 2012"

Employee	Position #	Classification	CBID	Time Base	PCA Funding Code %		
					BSG	QA	CRA/VAS
Vacant (Eff. Jul 11)	792-100-0618-001	Planning & Program Specialist	E97	1.0	100.0%		
Vacant (Eff. Mar 09)	792-100-0619-001	Deputy Director	E99	1.0	100.0%		
Brett, Michael	792-100-1139-002	Office Technician - Typing	R04	1.0	100.0%		
Vacant (Eff. Dec 12)*	792-100-1139-006	Office Technician - Typing	R04	1.0	80.0%	10.0%	10.0%
Johnson, Thomas	792-100-1139-005	Office Technician - Typing	R04	1.0	70.0%	15.0%	15.0%
Eudy, Tammy**	792-100-1441-002	Office Assistant - General	R04	1.0	70.0%	15.0%	15.0%
Rollins, Kevin	792-100-1470-001	Assoc. Info. Systems Analyst	R01	1.0	70.0%	15.0%	15.0%
Maitino, Robin	792-100-1728-001	Executive Assistant	C04	1.0	100.0%		
Polit, Mark***	792-100-3094-001	Deputy Dir. Policy/Planning	E99	1.0	100.0%		
Vac. (Eff. Jun 11)	792-100-3095-001	Chief Deputy Director	E99	1.0	100.0%		
Danti, Mike****	792-100-4800-017	Staff Services Manager I	S01	1.0	70.0%	15.0%	15.0%
Keszthelyi, Szandra*****	792-100-4800-023	Staff Services Manager I	S01	1.0	70.0%	15.0%	15.0%
Steele, Ed (R/A)	792-100-4800-910	Staff Services Manager I	S01	0.0	100.0%		
Vacant (Eff. Oct 12)	792-100-5090-001	Executive Director	E99	1.0	100.0%		
Garcia, Julian	792-100-5157-003	Staff Services Analyst	R01	1.0	70.0%	15.0%	15.0%
Sanders, Charlene	792-100-5393-001	Assoc. Govtl. Program Analyst	R01	1.0	70.0%	15.0%	15.0%
Allensworth, Kristie	792-100-5393-005	Assoc. Govtl. Program Analyst	R01	1.0	70.0%	15.0%	15.0%
Corral, Melissa	792-100-5795-001	Staff Counsel III - Specialist	R02	1.0	40.0%	30.0%	30.0%
Alipourfard, Karim	792-100-8352-004	Community Program Spec. II	R01	1.0	100.0%		
Nolan, Mary-Agnes*****	792-100-8352-005	Community Program Spec. II	R01	1.0	100.0%		
Vacant (Eff. Oct 09)	792-100-9440-001	Legislative Specialist	E97	<u>1.0</u>	100.0%		
TOTAL				20.0			

*Michael Brett transferred from this position into position #792-100-1139-002 effective 11-30-12.

**Effective 5-1-10, half-time position # 792-111-1139-003 was redirected from AB 11 and combined with Tammy's 1/2 time position to make it a full-time position. No change in Tammy's 1/2 time status.

***Mark Polit was appointed to this position by the Governor effective 9-17-12.

****Effective 12-10-12, SSM I position #792-100-4800-017 was reestablished.

*****Effective 7-1-12, this position was established(2 year L/T) from APA position #792-100-5142-003.

***** Ms. Nolan was appointed to this position (Self-Advocacy Coordinator) effective 1-31-13.

Nelson, Lisa	792-101-1139-001	Office Technician -Typing	R04	1.0	70.0%	30.0%
Morley, Dawn	792-101-5098-001	Executive Director I	E98	1.0	70.0%	30.0%
Kindley, Deborah	792-101-8352-003	Community Program Spec. II	R01	1.0		100.0%
Gorny, Denise	792-101-8352-005	Community Program Spec. II	R01	<u>1.0</u>	100.0%	
TOTAL				4.0		

Aaron-Miller, Lisa	792-102-1139-801	Office Technician-Typing	R04	1.0	100.0%	
May, Sarah	792-102-5098-001	Executive Director I	E98	1.0	100.0%	
Carlton, Betty	792-102-8352-003	Community Program Spec. II	R01	<u>1.0</u>	100.0%	
TOTAL				3.0		

Luoma, Sheryl*	792-103-1139-006	Office Technician -Typing	R04	1.0	70.0%	30.0%
Rosenberg, Michael	792-103-5099-001	Executive Director II	E98	1.0	70.0%	30.0%
Castellucci, Ruby	792-103-8352-003	Community Program Spec. II	R01	1.0	100.0%	
Bingaman, Sonya	792-103-8352-006	Community Program Spec. II	R01	1.0		100.0%
Vacant (Eff. Feb 13)**	792-103-8352-008	Community Program Spec. II	R01	<u>1.0</u>	100.0%	
TOTAL				5.0		

*Sheryl Luoma transferred from the Department of Corrections and Rehabilitation effective 7-26-12.

** Mary-Agnes Nolan transferred to the Self-Advocacy Coordinator position in Headquarters effective 1-31-13.

State Council On Developmental Disabilities
2011/12 Fiscal Year - Authorized Positions By Funding Source As of January 31, 2013
(Total Positions Tie to 2012/13 FY of 2013/14 Schedule 8 Reconciliation Worksheet)
"PCA Funding Codes Are As of August 22, 2012"

Employee	Position #	Classification	CBD	Time Base	PCA Funding Code %		
					BSG	QA	CRA/VAS
Sloane, Michele	792-104-1139-001	Office Technician -Typing	R04	0.5			100.0%
Tigh, Robin	792-104-1139-003	Office Technician -Typing	R04	1.0	75.0%		25.0%
Phillips, Robert	792-104-5099-001	Executive Director II	E98	1.0	75.0%		25.0%
Ruder, Cindy	792-104-8352-002	Community Program Spec. II	R01	1.0	100.0%		
Long, Donald (VAS)	792-104-8352-005	Community Program Spec. II	R01	1.0			100.0%
Weare, Tobias (CRA)	792-104-8352-008	Community Program Spec.II	R01	1.0			100.0%
TOTAL				5.5			
Schultz, Susan	792-105-1139-001	Office Technician -Typing	R04	1.0	70.0%	30.0%	
Vacant (Eff. Jan 13)*	792-105-5098-001	Executive Director I	E98	1.0	70.0%	30.0%	
Craig, Denis	792-105-8352-001	Community Program Spec. II	R01	1.0	100.0%		
Wiley, Miriam	792-105-8352-002	Community Program Spec. II	R01	1.0			100.0%
Usac, Ronaldo	792-105-8352-003	Community Program Spec. II	R01	1.0	100.0%		
TOTAL				5.0			
*Rocio Smith retired effective 12-31-12.							
Tacan-Regan, Marigene	792-106-1139-701	Office Technician-Typing	R04	1.0	70.0%	30.0%	
Hernandez, Dena	792-106-5098-001	Executive Director I	E98	1.0	70.0%	30.0%	
Lewis, George	792-106-8352-004	Community Program Spec. II	R01	1.0			100.0%
Fromm, Neil	792-106-8352-005	Community Program Spec. II	R01	1.0	100.0%		
TOTAL				4.0			
Sigal, Rossana	792-107-1139-002	Office Technician -Typing	R04	1.0	70.0%	30.0%	
Vacant (Eff. Dec 12)*	792-107-5098-001	Executive Director I	E98	1.0	70.0%	30.0%	
Maher, Mary	792-107-8352-001	Community Program Spec. II	R01	1.0	100.0%		
Grady, David	792-107-8352-002	Community Program Spec. II	R01	1.0			100.0%
Lucas, Jennifer**	792-107-8352-006	Community Program Spec. II	R01	1.0	100.0%		
TOTAL				5.0			
*Jane Lefferdink passed away November 6, 2012.							
**With the understanding that the next vacant CPS II in Area Board 7 will be abolished, beginning with the October 2009 pay period, funding for Ms. Lucas's position changed from CRA/VAS to BSG.							
Kroenke, Heather*	792-108-1139-002	Office Technician -Typing	R04	1.0	75.0%		25.0%
Wilson, Constance	792-108-1139-003	Office Technician -Typing	R04	1.0			100.0%
Bowling, Joseph	792-108-5099-001	Executive Director II	E98	1.0	75.0%		25.0%
Adams-Denner, Robin (CRA)**	792-108-8352-002	Community Program Spec. II	R01	1.0			100.0%
Vacant CRA (Eff. Dec 12)	792-108-8352-008	Community Program Spec. II	R01	1.0			100.0%
Vacant (Eff. Aug 12)	792-108-8352-009	Community Program Spec. II	R01	1.0	100.0%		
Joest, Dawn	792-108-8352-011	Community Program Spec. II	R01	1.0	100.0%		
De Elva, Kelly (VAS)	792-108-8352-012	Community Program Spec. II	R01	1.0			100.0%
TOTAL				8.0			

*Heather's last name changed from Moore to Kroenke on everything but her email.

**Robin Orduno changed her name to Robin Adams-Denner effective with the April 2011 pay period.

State Council On Developmental Disabilities
2011/12 Fiscal Year - Authorized Positions By Funding Source As of January 31, 2013
(Total Positions Tie to 2012/13 FY of 2013/14 Schedule 8 Reconciliation Worksheet)
"PCA Funding Codes Are As of August 22, 2012"

Employee	Position #	Classification	CBID	Time Base	PCA Funding Code %		
					BSG	QA	CRA/VAS
Gonzales, Mallory	792-109-1139-001	Office Technician-Typing	R04	1.0	100.0%		
Bacigalupo, Anastasia	792-109-5098-001	Executive Director I	E98	1.0	100.0%		
Lopes, Carol	792-109-8352-001	Community Program Spec. II	R01	1.0	100.0%		
TOTAL				3.0			
Pio de Roda, Dinah	792-110-1139-001	Office Technician -Typing	R04	1.0		100.0%	
Bchtkian, Marina	792-110-1139-002	Office Technician -Typing	R04	1.0	100.0%		
Villanueva, Jenny	792-110-1441-002	Office Assistant - General	R04	0.5			100.0%
Rastatter, Therese	792-110-1441-003	Office Assistant - General	R04	1.0		100.0%	
Newton, Roberta	792-110-5099-001	Executive Director II	E98	1.0	45.0%	30.0%	25.0%
Tolbert, Christine (CRA)	792-110-8352-001	Community Program Spec. II	R01	1.0			100.0%
Hamlett, Thomas	792-110-8352-004	Community Program Spec. II	R01	1.0		100.0%	
Goodman, Melody	792-110-8352-005	Community Program Spec. II	R01	1.0	50.0%	50.0%	
Zermenio, David (VAS)	792-110-8352-007	Community Program Spec. II	R01	1.0			100.0%
Arroyo, Christopher	792-110-8352-011	Community Program Spec. II	R01	1.0	100.0%		
Harrell, Bruce	792-110-8352-012	Community Program Spec. II	R01	1.0	50.0%	50.0%	
Eby-McKenzie, Julie	792-110-8352-014	Community Program Spec. II	R01	1.0	50.0%	50.0%	
TOTAL				11.5			
Eastman, Susan	792-111-5099-001	Executive Director II	E98	1.0	75.0%		25.0%
Skvirsky-Bohn, Gail (VAS)	792-111-8352-005	Community Program Spec. II	R01	1.0			100.0%
Von Thenen, Scarlett	792-111-8352-006	Community Program Spec. II	R01	1.0	100.0%		
St. Pierre, Laurie (CRA)	792-111-8352-009	Community Program Spec. II	R01	1.0			100.0%
Cruz-Zinn, Yolanda	792-111-8352-010	Community Program Spec. II	R01	1.0	100.0%		
TOTAL				5.0			
Robinson, Florence	792-112-1139-001	Office Technician -Typing	R04	1.0	45.0%	30.0%	25.0%
Smith, Vicki	792-112-5099-001	Executive Director II	E98	1.0	45.0%	30.0%	25.0%
Puccio, Robbin (CRA)	792-112-8352-004	Community Program Spec. II	R01	1.0			100.0%
Meehan, Shannon*	792-112-8352-007	Community Program Spec. II	R01	1.0	100.0%		
Foots-Rachal, Tamica (VAS)**	792-112-8352-008	Community Program Spec. II	R01	0.5			100.0%
Decker, John	792-112-8353-003	Community Program Spec. I	R01	1.0		100.0%	
TOTAL				5.5			
*Shannon Meehan transferred to this full-time CPS II position from half-time CPS II position #792-100-112-008 effective 6-4-12. Effective with the December 2012 pay period Ms. Meehan's duties became 100% BSG funded.							
**This half-time CPS II position was filled by Tamica Fooths-Rachal effective 12-3-12. Ms. Fooths-Rachal's duties are 100% VAS funded.							
Williams, Michael	792-113-1139-001	Office Technician -Typing	R04	1.0	70.0%	30.0%	
Stives, Mary Ellen	792-113-5098-001	Executive Director I	E98	1.0	70.0%	30.0%	
Geving, Michele	792-113-8352-002	Community Program Spec. II	R01	0.5	100.0%		
Marshall, Deborah	792-113-8352-006	Community Program Spec. II	R01	1.0	100.0%		
Dow, Nancy	792-113-8352-009	Community Program Spec. II	R01	1.0		100.0%	
TOTAL				4.5			
Vacant (Eff. Mar 10)	792-114-0342-001	Deputy Director for ABO	E98	1.0	45.0%	30.0%	25.0%
Bins, Holly	792-114-8362-001	Community Program Spec. III	S01	1.0			100.0%
Villanueva, Ruby	792-114-8362-002	Comm. Prog. Spec. III - Supvr.	S01	1.0		100.0%	
TOTAL				3.0			
DEPARTMENT TOTALS					92.0		